



DEPARTMENT OF THE ARMY

HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23515-5000

04 APR 1997

REPLY TO
ATTENTION OF

ATBO-ACA (715) (Policy Memo #97-2)

MEMORANDUM FOR Commanders, TRADOC Installations, ATTN:
Directors of Contracting

SUBJECT : Contract Offload Documentation Requirements

1. References :

a. Memorandum, HQ TRADOC, ATBO-ACA, 13 Jun 96, subj: TRADOC Policy on Contract Offloads and Economy Act Orders.

b. Memorandum, HQDA, DASA-PP, 18 Mar 96, subj: Contract Offload Clarification.

2. This memorandum establishes revised TRADOC policy of processing and approving contract offloads to contracting offices outside of TRADOC. Widest distribution of the policy is required to all TRADOC activities.

3. The purpose of this policy is to expedite the contracting process for TRADOC requiring activities for the following types of offloads:

- a. Contract offloads outside of TRADOC, but within the Army.
- b. Contract offloads within DoD, but not within the Army.
- c. Contract offloads to non-DoD contracting activities.

4. The decision and responsibility for obtaining supplies and services from other than the assigned responsible contracting office rests with the commander, director, or chief of the requiring activity. Coordination/notification with the assigned responsible contracting office is required. The requirement for contracting coordination will be satisfied when the requiring

ATBO-ACA

SUBJECT : Contract Offload Documentation Requirements

activity notifies their assigned responsible contracting office by memorandum providing the following information:

a. Contract offloads within the Army (interagency orders) require a memorandum (see example format at Enclosure 1) to the assigned responsible contracting office containing the following:

(1) A brief description of the product or service required.

(2) The name of the contracting office receiving the offloaded requirement.

(3) The amount and duration of the intended offload, and whether the offload will be recurring.

(4) How much will be paid to the contractor.

(5) How much will be paid to the receiving contracting office in service charges.

(6) The reason for the offload.

(7) The signature of the commander/director (O-6 or equivalent civilian) of the requiring activity.

b. Contract offloads within DoD, but not within the Army (intra-DoD contract offloads) require a Determination and Finding (D&F) signed by a contracting officer and legal advisor (see example format at Enclosure 2) . The D&F should contain the following:

(1) A brief description of the product or service required.

(2) The name of the contracting office receiving the offloaded requirement.

ATBO-ACA

SUBJECT : Contract Offload Documentation Requirements

(3) The amount and duration of the intended offload and whether the offload will be recurring.

(4) How much will be paid to the contractor.

(5) How much will be paid to the receiving contracting office in service charges.

(6) The reason for the offload (i.e., time, cost savings, or technical expertise) .

(7) The signature of the director of the requiring activity.

(8) Contracting officer signature.

(9) Legal advisor signature.

c. Economy Act contract offloads outside of DoD require a D&F signed by a contracting officer and legal advisor (see example format at Enclosure 3) . A general officer or SES must sign as the approving official. The D&F should contain the following:

(1) A description of the product or statement of work for services required.

(2) The name of the contracting office receiving the off-loaded requirement.

(3) The amount and duration of the intended offload, and whether the offload will be recurring.

(4) How much will be paid to the contractor.

(5) How much will be paid. to the receiving contracting office in service charges.

ATBO-ACA

SUBJECT : Contract Offload Documentation Requirements

(6) A cost comparison documenting the total cost compared to using the assigned responsible contracting office.

(7) The reason for the offload (i.e., time, cost savings, or technical expertise) .

(8) The signature of the director of the requiring activity.

(9) Contracting officer signature.

(10) Legal advisor signature.

(11) Approving official, must be a general officer or SES in the chain of command of the requiring activity.

5. Automated data processing equipment (ADPE) and services that are within the definition of Federal Information Processing (FIP) require additional coordination with the DOIM, and/or the TRADOC DCSIM. It is the responsibility of the requiring activity to coordinate with the appropriate offices prior to the MIPR of TRADOC funds.

6. Each TRADOC contracting office will be responsible for maintaining a file of offloaded requirements, and providing HQ TRADOC an annual report within 30 calendar days after the end of each fiscal year. Subject offload report will be for all offloads and will identify the following:

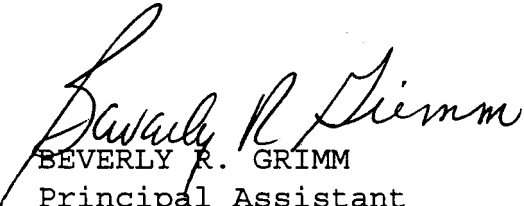
- a. Total number of actions offloaded.
- b. Total amount of money offloaded.
- c. Total amount spent in service charges.

ATBO-ACA

SUBJECT : Contract Offload Documentation Requirements

7. POC is Richard Dixon, DSN 680-2584/commercial (757) 727-2584.

FOR THE COMMANDER:


BEVERLY R. GRIMM
Principal Assistant
Responsible for Contracting

Enclosure 1. SAMPLE OF MEMORANDUM TO ASSIGNED RESPONSIBLE CONTRACTING OFFICE.

MEMORANDUM FOR Directorate of Contracting

SUBJECT : Within Army Contract Offload

1. References :

a. Memorandum, HQ TRADOC, ATBO-ACA, 7 Mar 97, subj : Contract Offload Documentation Requirements.

b. Memorandum, HQ TRADOC, ATBO-ACA, 13 Jun 96, subj : TRADOC Policy on Contract Offloads and Economy Orders.

c. Memorandum, HQDA, DASA-PP, 18 Mar 96, subj: Contract Offload Clarification.

2. This requirement is for internet classroom instruction.

3. The Directorate of Contracting at Fort _____, VA, has agreed to accept this requirement.

4. The total amount being MIPRed in support of this requirement is \$_____ for three days of instruction. Camp Swampy anticipates a recurring need for three classes each year for the foreseeable future.

5. The amount paid to the contractor is \$_____.

6. A service charge of \$_____ will be paid to the Fort _____ Contracting Office for issuing a delivery order against this service contract.

7. The Fort _____, VA, Contracting Office has an existing contract in place.

FOR THE COMMANDER:

JOHN Q SMITH
Colonel, General Staff
Director, Training and Planning

Enclosure 2. SAMPLE OF MEMORANDUM TO ASSIGNED RESPONSIBLE
CONTRACTING OFFICE FOR DETERMINATION AND FINDING.

MEMORANDUM FOR Directorate of Contracting

SUBJECT : Within DoD Contract Offload

1. References:

a. Memorandum, HQ TRADOC, ATBO-ACA, 7 Mar 97, subj:
Contract Offload Documentation Requirements.

b. Memorandum, HQ TRADOC, ATBO-ACA, 13 Jun 96, subj: TRADOC
Policy on Contract Offloads and Economy Orders.

c. Memorandum, HQDA, DASA-PP, 18 Mar 96, subj: Contract
Offload Clarification.

2. This requirement is for three classes on the use of the
internet. Contractor will provide written course materials and
instructor for three 7-hour training sessions during the week of
19 July 1997. Classes will be held at the Camp Swampy Training
Center, Building 1, Room 101, from 0830 to 1630. Camp Swampy
will provide computers using "Netscrap" as the browser.

3. The Directorate of Contracting at Fort _____, VA, has
agreed to accept this requirement.

4. The total amount being MIPRed to Fort _____, VA, office
in support of this requirement is \$_____ for three days of
instruction. Camp Swampy anticipates a recurring need for three
classes each year for the foreseeable future.

5. The amount paid to the contractor is \$_____.

The Fort _____, VA, Directorate of Contracting charges
\$_____ in service charges to issue a delivery order against
their service contracts.

7. The Fort _____, VA, contracting office has an existing contract in place. Use of this contract will assure that required training will occur on the date required. The Fort _____ VA, contracting office has extensive experience in selecting and awarding internet training contracts to highly skilled and dependable contractors at reasonable prices.

8. Coordination:

JANE JONES (Concur/Nonconcur)
Contracting Officer
Dir of Contracting

JAMES GREEN (Concur/Nonconcur)
Attorney Advisor
Office of the JAG
Contract Law Division

FOR THE COMMANDER:

JOHN Q SMITH
Colonel, General Staff
Director, Training and Planning

.

Enclosure 3. SAMPLE OF MEMORANDUM TO ASSIGNED RESPONSIBLE
CONTRACTING OFFICE FOR DETERMINATION AND FINDING.

MEMORANDUM FOR Directorate of Contracting

SUBJECT : Economy Act Inter-Agency Contract Offload

1. References:

a. Memorandum, HQ TRADOC, ATBO-ACA, 7 Mar 97, subj :
Contract Offload Documentation Requirements.

b. Memorandum, HQ TRADOC, ATBO-ACA, 13 Jun 96, subj: TRADOC
Policy on Contract Offloads and Economy Orders.

c. Memorandum, HQDA, DASA-PP, 18 Mar 96, subject: Contract
Offload Clarification.

2. Statement of Work.

a. This requirement is for three classes on the use of the internet. Contractor will provide written course materials for 20 students per class and instructor for three 7-hour training sessions on 20, 21, and 22 July 1997. Classes will be held at the Camp Swampy Training Center, Building 1, Room 101, from 0830 to 1630. Camp Swampy will provide computers with "Wingos 3.11 operating system" using "Netscrap" as the browser.

b. Administrative. Instructors will adjourn class between 1130 and 1230 for lunch and provide a 10 minute break each hour. Instructor will be responsible for collecting a sign-in sheet to reflect the names of all attendees and collect, on the first day of class, a DD Form 1556 from each attendee. Instructor will refer attendees without a DD Form 1556 to the 'Camp Swampy training coordinator in Building 1, Room 202.

c. Content. The course will cover log-on procedures to the internet through the DDN using the above mentioned browser, the use of key word topical search engines, sending and receiving electronic mail, the statutory guidance on use of internet by government employees, and include Camp Swampy DOIM policy on internet use for other than official business.

3. The contracting office at Fort _____, VA, has agreed to accept this requirement.

4. The total amount being MIPRed to Fort _____, VA, contracting office in support of this requirement is \$_____ for three days of instruction. Camp Swampy anticipates a recurring need for three classes each year for the foreseeable future.

5. The amount paid to the contractor is \$_____.

6. The Fort _____, VA, contracting office charges \$_____ in service charges to issue a delivery order against their service contracts.

7. The Fort _____, VA, contracting office has an existing contract in place. Use of this contract will assure that required training will occur on the date required. The Fort _____, VA, contracting office has extensive experience in selecting and awarding internet training contracts.

8. Cost Analysis. The DOIM has provided a technical estimate used for the basis in developing the following IGCE:

a. Course material development:

Lesson Plan and Student Guide Development 200 hours (@ GS 11/5 + 30% fringe = \$25 per hour) $\$25 \times 200 = \$5,000.00$.

"Safe Computing Practices on the Internet" Doll Publishing, NY, NY, 1996 @ \$12.50 per copy, 20 students, three sessions. $\$12.50 \times 20 \times 3 = \720.00 .

Printing cost for handouts @\$0.05 per page, 50 pages per student. $\$0.05 \times 20 \times 3 = \3 .

Acetate overhead viewgraphs, 50 viewgraphs with cardboard frame @ \$2.00 each. $50 \times \$2.00 = \100.00 .

b. Classroom Instructor.

GS 11/5 instructor, 24 hours instruction time. $\$25.00 \times 24 = \600 . TOTAL IGCE = \$6,423.00

9. The Camp Swampy DOC does not have an existing contract for internet training. The DOC has advised that to develop and solicit a new contract would take 100 hours of DOC time at an estimated labor cost of \$2,500.00. The DOC has stated that the contractor cost of \$2,000.00 for the stated requirement is reasonable. If this requirement were awarded by the local DOC, the total cost to Camp Swampy would be about \$4,500.00. The DOC has stated that award could be made by 20 June 1997, assuming there are no protests.

10. The total cost of this Economy Act Order contract offload is \$2,250.00 and represents the most economical alternative for achieving the mission.

11. Coordination:

JANE JONES (Concur/Nonconcur)
Contracting Officer
Dir of Contracting

JAMES GREEN (Concur/Nonconcur)
Attorney Advisor
Office of the JAG
Contract Law Division

FOR THE COMMANDER:

JOHN Q SMITH
Colonel, General Staff
Director, Training and Planning

APPROVING OFFICIAL:

AMOS B. RITE
Brigadier General
